

DEPARTMENT OF DEVELOPMENTAL SERVICES
JOB OPPORTUNITY
UTILIZATION REVIEW NURSE COORDINATOR - REPOST

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Public (**Previous applicants do not need to reapply.**)

Location: Investigation Division, Wallingford

Job Posting No: 106394

Hours: Full Time, Monday-Friday, (70 Hours Per Pay Period) **Actual Schedule To Be Determined – Incumbent must be willing to work flexible hours including weekends to accommodate investigative and regulatory needs.**

Salary: HC 25 \$60,166 - \$81,307 (New employees to state service will start at the beginning of the range)

Closing Date: February 17, 2014

Examples of Duties: This position is accountable for performing investigations of abuse, neglect and death in individuals with intellectual disabilities under the care of the Department of Developmental Services.

Duties include: Conducts complex investigations into allegations of abuse or neglect of persons with mental retardation; conducts complex investigations into cases where a death has resulted of a person with mental retardation or for whom the Department of Developmental Services has direct or oversight responsibility for medical care; reviews medical care that was provided to patients; assists in the investigation to determine if the death is a result of abuse or neglect; participates in the reviews of events, overall care, quality of life and medical care preceding a death; works cooperatively with State and local police, State's Attorneys and other protective services organizations; interviews alleged victims, direct care providers, families and other potential witnesses; prepares comprehensive, complex investigative reports; may provide information and assistance to the Independent Mortality Review Board or Fatality Review Board for Persons with Disabilities; maintains records and documentation; reviews medical records for pertinent information related to investigations; may testify in court proceeding; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED:

Special Qualification and Job Requirements	Considerable knowledge of principles, practices and current trends of nursing; considerable knowledge of standards of medical care; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to analyze patient profiles and progress charts; Considerable knowledge of statutes, policies and procedures governing the care and treatment of persons with mental retardation; considerable knowledge of problems and needs of persons with mental retardation; considerable knowledge of various types of residential placement facilities; knowledge of investigatory methods and techniques; considerable interviewing skills; ability to research and analyze data; considerable skills in the preparation of extensive written reports.
Knowledge, Skills And Ability	

Experience & Training: **General Experience:** Five (5) years of experience as a registered professional nurse.

Special Experience: Two (2) years of the General Experience must have been working with persons with Behavioral Health or Developmental Disabilities.

Substitutions Allowed: A Bachelor's degree in nursing may be substituted for one (1) year of the General Experience.

Special Requirements:

1. Incumbent must possess and retain a current license as a registered professional nurse in Connecticut.
2. Incumbent must possess and retain a valid motor vehicle license.
3. Incumbent will be required to travel.
4. Incumbent must be available and willing to work at any location and at any time including weekends to conduct investigations as necessary.

Preferred Qualifications: Preference will be given to applicants that have demonstrated experience in conducting investigations.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Please visit the DDS Intranet site @ www.ct.gov/ddssi to view additional postings.

Application Procedure for All Applicants: Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference. **Incomplete applications will not be considered.**

All application materials must be received by 11:59 p.m. on the closing date indicated above.

Send application materials to:

Department of Developmental Services — South Region
35 Thorpe Avenue, Third Floor, Wallingford, CT 06492
Attn: Recruiter
Phone: 203-294-5122 Fax: 860-920-3035

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.